

Notice of intent to resign

Form HR-003
Revised 2/7/2017



To aid in personnel planning and to ensure that proper preparations are made for filling vacancies that may occur at or before the beginning of the next school year, we request that any and all employees who in good faith intend to resign from their positions at any point during the school year or at the conclusion complete this form and submit it to the Office of Human Resources no later than two weeks before the effective date of their resignation.

Resignations are accepted by the approval of the Mingo County Board of Education at a regular or special meeting.

Employee information

Name _____

Preferred phone _____

Preferred email _____

Employee ID

9 5 4 0 0

Intent

I intend to resign my position as _____

POSITION

at _____

LOCATION

effective on _____

DATE OF RESIGNATION

due to **RETIREMENT** **RELOCATION** **OFFER OF EMPLOYMENT** **OTHER**

(if "OTHER," please specify here)

Subject to the provisions of WV Code §18A-2-2(g)(1), any classroom teacher who makes notice of their intent to retire at the conclusion of the current school year on or before March 1 shall be paid \$500 from the Early Notification of Retirement line item established for the Department of Education.

To qualify, an employee must:

- a) be a classroom teacher.
- b) intend to retire at the conclusion of the current school year,
- c) make written notice of retirement,
- and d) do so in writing to the Office of Human Resources on or before March 1 of the current school year.

Note that the definition of "classroom teacher" has been interpreted to include counselors, speech language pathologists, and others who spend a significant portion of their time in a direct instructional or counseling relationship with students. Completion and submission of this form to the Office of Human Resources on or before March 1 will serve to fulfill the requirement for written notice found in WV Code §18A-2-2(g)(1).

Employee signature and acknowledgement

By signing here, I certify that I am the above named employee and that I submit this notice of intent to resign in good faith and without reservation or under coercion. I acknowledge that I understand that this notice may result in action by the Mingo County Board of Education to either accept or reject my intention to resign, and that should they accept, my employment with the Mingo County Board of Education will be terminated effective on the date given above. I also understand that the position from which I intend to resign may be posted as a vacancy immediately after acceptance by the board and that, if I am a classroom teacher, should I choose to request that my resignation be rescinded and such is approved by the board, I may be placed in a different position than the one I vacated pursuant to WV Code §18A-2-2(g)(2).

SIGNATURE

DATE

FOR OFFICE
USE ONLY

DATE RECEIVED

SOURCE